

## REQUEST FOR TRANSFER OR SUBSTITUTION OF UNITS

1. Prior written approval must be obtained from the appropriate division chairperson for transfer courses to satisfy general education or major requirements; please attach a catalog description of the transfer course to this form. If the course is approved, the student is responsible for obtaining the approval in writing and confirming that it is delivered to, received by, and recorded in the Office of the Registrar. **Students should retain copies of all correspondence for their files.** (NOTE: Students may not concurrently enroll at Seaver College and another academic institution for the purposes of transferring credits without receiving **prior** written approval from the Credits Committee. Petitions may be submitted to the Academic Advising Office (310) 506-4269.)
2. Credit received on a basis other than the semester unit will be converted to the semester system. Courses transferred in "quarter units" will be converted to semester units by dividing the quarter unit by 1.5. Transfer courses taken at another institution for lower division units will transfer to Pepperdine as lower division units **ONLY**, even if the Pepperdine equivalent course is taught as upper division.
3. Seaver College grants credit for all transferable courses completed **with a grade of "C" (2.0)** or higher at other **accredited** colleges. Passing grades below "C", taken at other accredited colleges, will be incorporated into the student's cumulative GPA, but are not applied to the degree.
4. Pepperdine will not accept units earned at a 2-yr. College after the student has earned a total of 64 units for all college work, including Seaver College [70 earned units for students entering Pepperdine prior to fall 2002]. Appropriate courses may be allowed to satisfy requirements, with the permission of the division chairperson, but the units will not be calculated toward the degree requirement.
5. **Regardless of the number of units accepted for transfer, all students are required to complete the last 28 units of work towards their bachelor's degree in residence at Seaver College. Students entering Pepperdine beginning fall 2002 and thereafter are required to complete at least 64 units, including their last 28 units in residence at Seaver College and may transfer no more than 12 units from another school after initial enrollment. For all students, a minimum of 24 upper division units in the major must be completed in residence at Seaver College.**
6. Requests for transfer courses to be taken during the summer **must** be received by the division chairperson by June 1. Requests after June 1 may not be processed.

Name: _____				
Last	First	M.I.	Student Identification Number	
Pepperdine Box # _____		Phone # _____		
Entering Catalog Year _____	Major Program _____	Units completed _____		
Institution Name _____				
Transfer Course # _____		Course Title _____		
Transfer Unit Value _____	<input type="checkbox"/> Semester	<input type="checkbox"/> Quarter	<input type="checkbox"/> Upper Division	<input type="checkbox"/> Lower Division
Department/ Course # of <b>PEPPERDINE COURSE</b> to which this may apply:				
			<input type="checkbox"/> Completed	<input type="checkbox"/> Wants to Complete
Signature of Student _____			Date _____	

Name of Pepperdine Division _____		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Signature of Division Chairperson _____		Date _____	
Comments:			

(White-Registrar; Yellow-Student; Pink-Division)